

DEPARTMENT OF THE NAVY  
MILITARY SEA TRANSPORTATION SERVICE  
WASHINGTON, D. C. 20390

COMSTSINST 2700.3D  
M-1B  
20 March 1967

COMSTS INSTRUCTION 2700.3D

From: Commander, Military Sea Transportation Service  
To: Distribution List

Subj: Mail for merchant crews aboard ships operating for the  
account of MSTS

1. Purpose. This Instruction prescribes procedures for addressing mail to merchant crews aboard ships operating for the account of the Military Sea Transportation Service (MSTS), and stresses the need for mail routing authorities to be kept informed of ship movements.
2. Cancellation. COMSTS Instruction 2700.3C is superseded.
3. Background. Despite past efforts to improve mail service for the merchant crews aboard MSTs controlled ships, reports of delayed deliveries of mail to ships are received. The importance of efficient mail service cannot be overemphasized. The prompt delivery of mail to personnel serving aboard ships is a major factor in the maintenance of good morale. It must be recognized that improved mail service requires the cooperation and effort of all hands. Navy postal authorities will do everything possible to expedite the routing and positioning of mail for delivery to ships. Masters must provide advance information in regard to port arrivals and departures and make positive effort to obtain mail for their ships.
4. Applicability. This Instruction is applicable to merchant crews aboard time-chartered (TC), consecutive-voyage-chartered (CVC), and general agency agreement (GAA) ships operating for the account of MSTs.
5. Mail Addresses. Merchant crews aboard ships operating for the account of MSTs are urged to use the ZIP-Navy numbers indicated below for unregistered and uninsured air mail and unregistered first class mail. Official mail should be addressed to masters and forwarded as air mail. Personal mail should be addressed to individuals by name. Examples of addresses to be used are:

TC, CVC, and GAA ships

Master, SS \_\_\_\_\_ (MSTS)  
FPO New York 09505 or  
FPO San Francisco 96605

Mr. W. T. Door  
SS \_\_\_\_\_ (MSTS)  
FPO New York 09505 or  
FPO San Francisco 96605

Note: 1. Personal accountable mail, other than certified, is not mailable using the FPO addresses. Additionally, second, third or fourth class mail cannot be sent via the Fleet Post Office.

2. Use of the Navy Postal Service by steamship companies is optional. If desired, domestic or international mail channels may be used to address mail to a ship in care of an office or agent in a domestic or foreign port.

a. MSTs in parentheses must be used in the addresses of mail for masters and crew members of TC, CVC, and GAA ships to indicate that these ships are operating for the account of MSTs. Postal authorities will be advised when ships are redelivered and are no longer authorized to use the Navy Postal Service.

b. Personnel aboard ships should advise their correspondents at the earliest possible date to address mail to them in accordance with the examples set forth above.

c. Letters addressed to crew members, as outlined above, can be mailed from any place in the United States or to and from any foreign country. All letters must bear adequate domestic or international postage consistent with destination of the letter.

d. The words "AIR MAIL" should be clearly indicated on envelopes to preclude inadvertent handling as first class mail. First class mail is normally forwarded from the United States to overseas areas by air, but at a lower priority than air mail.

e. Ships masters experiencing difficulties and delays in receipt of mail after following procedures outlined in this Instruction are requested to submit a completed REPORT OF MAIL SERVICE (MSTS Form 2700/5 (1-67) indicating the specific problem encountered. In the event a mail problem occurs in an outport within the jurisdiction of an MSTs Area Commander, (MSTS office or representative in area), it is suggested that the Area Commander be notified direct by a duplicate of the report in order that effective and immediate action can be taken to remedy the situation.

6. Notification of Ship Movements. Published operating schedules and movement reports alone do not provide adequate information for the effective positioning of mail. It is therefore imperative that mail routing authorities be provided with specific mail routing instructions as far in advance as possible. Depending upon the

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area of operation (Atlantic or Pacific), masters should transmit a message to Commander Service Force, U. S. Atlantic Fleet (COMSERVLANT) or Commander Service Force, U. S. Pacific Fleet (COMSERVPAC) providing timely information in regard to the ships' schedule as far in advance as possible for mail routing purposes. One or more of the following mail routing authorities, as appropriate, should be included in the message as information addressee(s):

#### ATLANTIC MAIL CHANNELS

##### Mail Routing Authority

##### Responsible for:

Commander in Chief,  
U. S. Naval Forces, Europe  
(CINCUSNAVEUR)

The routing of mail within the Eastern Atlantic and Mediterranean Area, including the Middle East.

Commander, Caribbean Sea Frontier  
(COMCARIBSEAFRON)

The routing of mail within the Caribbean Sea Frontier

#### PACIFIC MAIL CHANNELS

Commander, Western Sea Frontier  
(COMWESTSEAFRON) and U. S.  
Fleet Post Office San Francisco  
(FPO SF)

The routing of mail within the west coast area of the United States including Alaska,

Commander, U. S. Naval Forces,  
Japan  
(COMNAVFORJAPAN)

The routing of mail for Japan, Korea, Okinawa, Taiwan and Hong Kong area, and coordinating inter-area mail for South East Asia and Middle East Asia.

Commander, U. S. Naval Forces  
Philippines  
(COMNAVPHIL)

The routing of mail within the Philippines and coordinating inter-area mail for South East Asia and Middle East Asia,

Commander, U. S. Naval Forces,  
Marianas  
(COMNAVMARIANAS)

The routing of mail within the Marianas area.

Commander, U. S. Naval Forces,  
Vietnam  
(COMNAVFORV)

The routing of mail within the Republic of Vietnam and coordinating intra-area Navy mail in RVN.

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Note: 1 COMSERVLANT and COMSERVPAC should be advised of ship's itinerary when transiting the Panama Canal from the Atlantic to the Pacific or vice versa.

2, COMSERVLANT and FPO NY should be advised of ship's itinerary when returning to the Atlantic from the Pacific via the Suez Canal,

a. For mail routing purposes, messages should include:

(1) Full name of ship.

(2) Estimated date of arrival and departure of each port,

b. Changes to previously furnished advance mail-routing instructions should be reported at the earliest possible time. Short-notice revisions to mail-routing instructions may result in delays or out-of-sequence receipt of mail.

c. Provided that timely advance mail-routing instructions have been furnished in accordance with the above, nonreceipt of mail for an abnormal period should be reported to the cognizant mail routing authorities,

7. Delivery of Mail to Ships. Military postal authorities normally will not deliver mail to ships. Masters are responsible for obtaining mail in ports of call. Upon arrival in port, masters should contact the following (when located at the port) to ascertain whether mail is on hand for his ship):

Company Agent

U. S. Navy, Army, or Air Force Post Office

Local Civilian Post Office

U. S. Consulate

MSTS Command or MSTS Representative

Note: It is the responsibility of company agents to obtain mail from military postal authorities and insure delivery to ships,

a. MSTS commands and MSTS representatives are not responsible for the delivery of mail to ships. They will, however, maintain liaison with company agents, advise them of ship arrivals, and render all possible assistance in obtaining mail for ships. In the absence of company agents, they will render all possible assistance to masters in obtaining mail that may be on hand for their ships.

b. As a means of identification, and authority to obtain mail from military postal authorities, steamship companies operating TC, CVC, and GAA ships for the account of MSTS are requested to furnish all overseas agents with letters of authorization to receive mail for their respective ships. For those agents that are U. S. citizens, letters should contain authority for them to receive official registered mail. Non-U.S. citizen agents are not authorized to receive official registered mail. Under these circumstances the master, his authorized representative, or the MSTS representative will be required to receipt for such mail. MSTS representatives in overseas areas will endorse letters of authorization issued to agents.

8. Action

a. COMSTS will periodically furnish postal authorities with an up-to-date list of TC, CVC, and GAA ships operating for the account of MSTS.

b. Commander, Military Sea Transportation Service, Atlantic (COMSTSLANT) and/or Commander, Military Sea Transportation Service, Pacific (COMSTSPAC) will notify the FPO and appropriate area mail routing authorities when new ships (less tankers) are accepted under charter or to operate under general agency agreement for the account of MSTS. COMSTS will advise postal authorities in regard to chartered tankers.

c. Conversely, mail routing authorities will be notified when ships are redelivered and will be provided with the name and address of the commercial operator to which mail for the ship will be forwarded for a 60-day period, at which time the ship will be deleted from the mail routing guide.

d. Copies of this Instruction will be included in sailing orders (on a one-time basis) issued by MSTS commands to masters of newly accepted TC, CVC, and GAA ships.

e. COMSTS will furnish Area Commanders with supplies of MSTS Form 2700/5 (1-67) REPORT OF MAIL SERVICE for issuance to masters of all TC, CVC, and GAA ships operating for the account of MSTS.

9. Mail Originating in Ships. Mail originating in subject ships will be accepted by military post offices in overseas areas and handled in a manner similar to that accorded other mail of the same classification.

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10. Mail for Off-Hire Ships. Mail received at a Fleet Post Office addressed to crew members of merchant ships whose charter has terminated with the Military Sea Transportation Service will be forwarded to the shipping company's agent or office for a period of 60 days after the termination date of the charter. Mail received at the Fleet Post Office after the 60-day period will be returned to the sender.

DENYS W. KNOLL  
Deputy

Authenticated:

/s/ Chris S. Controwinski  
CHRIS S. CONTROWINSKI  
Directives Control